



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

November 21, 2013

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents, Public School Academy Administrators

FROM: Joseph Martineau, Ph.D. *JM*  
Deputy Superintendent, Accountability Services

SUBJECT: Clarification on Criminal History Record Information (CHRI)

The Michigan State Police (MSP) has forwarded a letter to all local school districts, intermediate school districts (ISD) and public school academies (PSA) regarding the use of the criminal history record information (CHRI) as required under MCL 380.1230a. I am sending this memorandum to provide additional clarification to support and reiterate MSP's notification. Vendors/contractors and management companies who place contract personnel such as substitute teachers, bus drivers, food service, janitorial, etc. **are not eligible** to receive the CHRI effective January 1, 2014. The MSP has also been notified by the Federal Bureau of Investigation (FBI) that written agreements to share the CHRI between the employing local district, ISD or PSA and vendors/contractors and management companies is a direct violation of the FBI guidelines. Only the employing school district, ISD or PSA is authorized to receive the CHRI in order to make employment decisions.

The MSP is also notifying vendors/contractors and management companies of the procedures to follow to return the CHRI to the appropriate authorized local district, ISD or PSA. The MSP will be updating its website to include frequently asked questions at [www.michigan.gov/cjicats](http://www.michigan.gov/cjicats) to assist with the transition to this change in procedures. All other procedures related to FBI fingerprinting and CHRI will remain the same.

Please contact Stephanie Whiteside, Professional Practices Consultant, at 517-335-1167 or via email at [WhitesideS@michigan.gov](mailto:WhitesideS@michigan.gov) if you have questions regarding this new procedure.

cc: Michigan Education Alliance

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